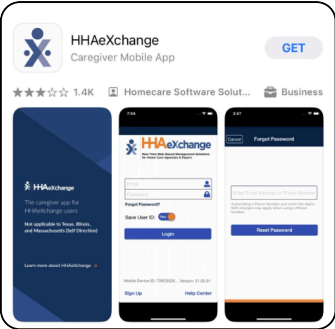


HHAExchange Mobile: A Step-By-Step Guide for Caregivers

Use this guide to get started with the HHAExchange app, from first login through clocking out. Each step is simple, visual, and made to keep your day running smoothly!

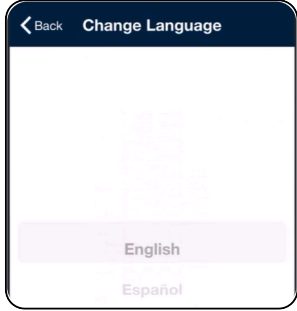
Getting Started: Download, Sign Up, and Register

1



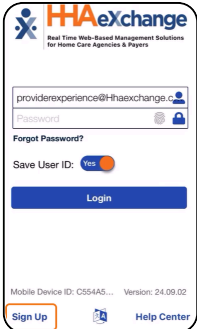
Download HHAExchange app.

2



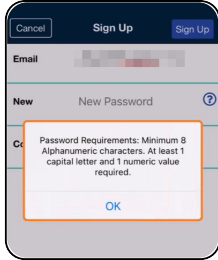
Open the app and select your **Language** preference and tap **Apply**.

3



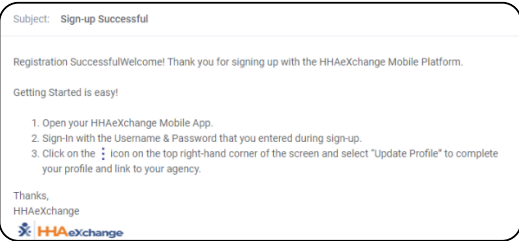
Tap **Sign Up**.

4



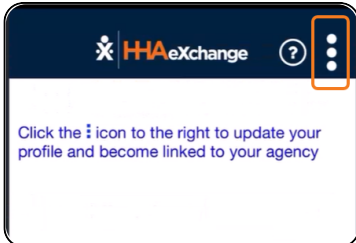
Enter your email address, create and confirm password, then tap **Sign up** to create your account.

5



Go to your Email inbox and confirm that your sign-up was successful.

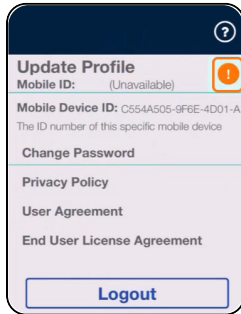
6



Log in to the app. Click the 3 dots to the upper right corner.

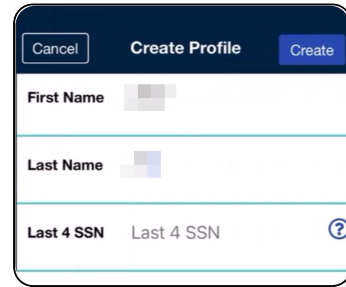
Getting Started: Download, Sign Up, and Register Continued

7



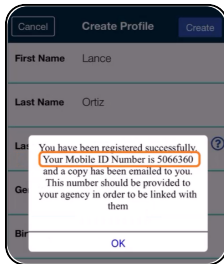
Tap the **orange ! icon** to continue registration.

8



Create profile by filling in the required fields.
Once complete, click **Create**.

9



A **Mobile ID Number** is generated. Provide this number to your agency to complete the registration process.



Scan the QR code to watch these steps in a video.



Clock In/Out of Scheduled Visits

1

Tap **Today's Schedule**.

2

Tap scheduled shift, then tap **Clock In**.

3

Tap **GPS** and confirm you are within range (blue circle) of Service Location, then tap **Confirm**.

4

Receive prompt that EVV Clock In is successful.

5

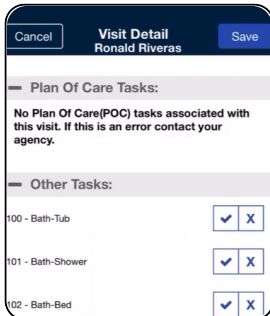
To clock out, repeat steps 1-2, but tap **Clock Out**.

6

Tap **GPS** and confirm you are within range (blue circle) of Service Location, then tap **Confirm**.

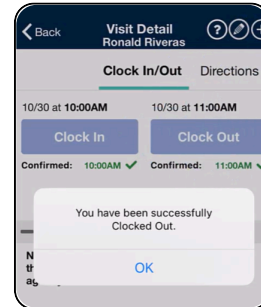
Clock In/Out of Scheduled Visits Continued

7



Select checkmark(s) to complete Plan of Care Tasks (if required) and Save.

8



Receive prompt that EVV Clock Out is successful.



Scan the QR code to watch these steps in a video.



Clock In/Out of Unscheduled Visits

1

Tap **Unscheduled Visit**.

2

Select Patient from list.

3

Tap **Clock In**.

4

Tap **GPS** and confirm you are within range (blue circle) of Service Location, then tap **Confirm**.

5

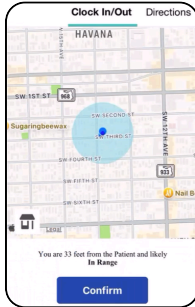
Receive prompt that EVV Clock In confirmation is successful.

6

To clock out, tap **Today's Schedule**, tap current visit and tap **Clock Out**.

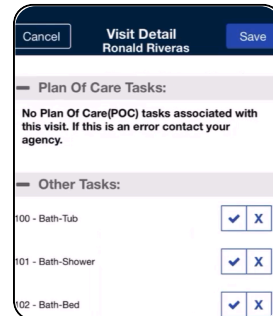
Clock In/Out of Unscheduled Visits Continued

7



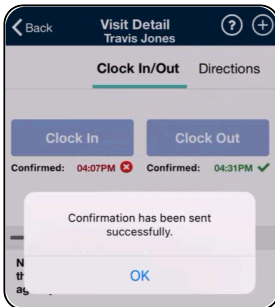
Tap **GPS** and confirm you are within range (blue circle) of Service Location, then tap **Confirm**.

8



Select **checkmark(s)** to complete **Plan of Care Tasks** (if required) and **Save**.

9



Receive prompt that EVV Clock Out confirmation was successful.



Scan the QR code to watch these steps in a video.

